

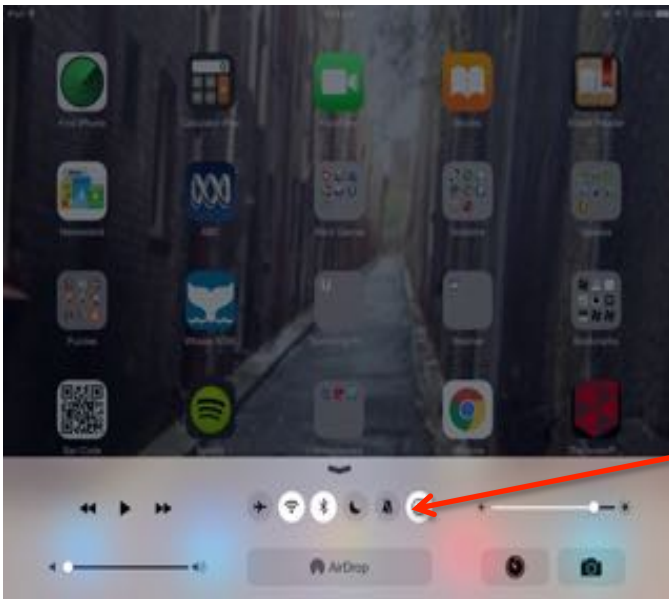
## Some Ipad Tips To Practice

### 1. Create a folder

To create a folder all you need to do is tap and hold on an app until they all start to jiggle, then drag the app over another icon and release. Your iPad will create a folder with both the apps in. The folder will be named according to the category of the apps it contains, but you can rename it as you like.

### 2. Access all running apps

Double-clicking the Home button shows you all the apps that are running on your iPad in a bar along the bottom of the screen. To switch to a running app just tap on it in this bar. Just swipe the screen downwards to remove this bar.



### 3. Orientation Lock or Mute?

To turn on or off the Orientation Lock was replaced with Mute on the iPad during the last iOS update. Apple listened, and now you can head to Settings > General to choose between Lock Rotation and Mute. Or if you are have a newer ipad just turn orientation on and off in the Control Centre.

### 4. Change your default email signature

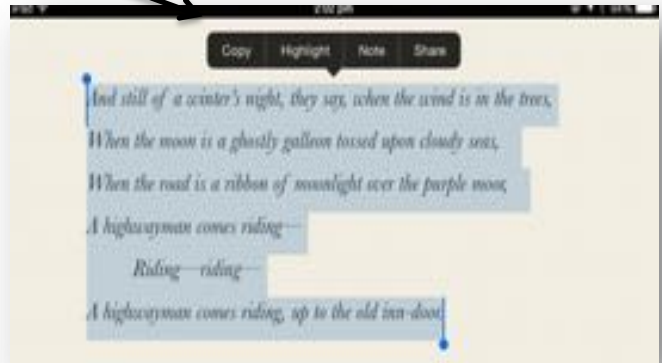
The default email signature on the iPad says, —Sent from my iPad. It finds that to be a little boastful. To remove the Apple marketing and become like a real person, go into *Settings* and tap on *Mail, Contacts, and Calendars*. Find *Signature* in the fourth section down. Type whatever you wish. You may notice that I use a Martin Luther King Jr quote, which means a great deal to me. Some people just like their name and phone number or email address.

### 5 Shortcuts on your keyboard

This is a great tip for any app, that you type into using the iPad's keyboard, eg like Notes, Pages or Mail. Rather than having to go to the second screen of the keyboard every time you want to type an apostrophe, just tap and hold on the exclamation (!) key and a hidden apostrophe option will appear - then just slide your finger up to access it. Go through all the keys. You will find some other less commonly uses symbols and letters on other keys. Not all of them have hidden content.

## 6. Cut, **Copy** and Paste

Copying text is as easy as double tapping a word. If you are doing a research paper, or want to email a blurb from a news article to a friend, you will likely have to copy and paste a paragraph.



## 7. Super Fast Webpage Scrolling

You're at the bottom of a web page when you realise that you want to read the article from the top again. You don't need to repeat dragging your finger up or across the screen thing. Instead just double tap the title bar and WOOOSSHHH your right back on top of the page.

## 8 Use the magnifying glass

Maybe you have entering text but then realise you've made a mistake a couple of lines back. You either fumble about with your finger trying to get back to the exact place, or you use the magnifying glass. Touch and hold your finger in the right area and the magnifying glass appears, enabling you to fine tune your insertion point. Try this open Mail and create an email. Misspell a word then hold your finger on a word until the magnifier appears. Look closely into the letters being magnified and move the blue vertical line to where you want to correct your spelling

## 9. Brightening your screen

You can lower the brightness of your iPad by either going to Setting> Scroll down to Brightness & Display or if you have a later model iPad flick up the control centre and change the brightness level. However, the iBook's app has its own brightness slider, which you can change.

## 10. Watch web video full screen

You can watch web videos in full screen. Simply By touching the little icon in the right hand corner. The movie can be seen in full screen. Note, some movies may have this control in the top right corner.

